



# Procedures Training Guide

Doug Jakyma

Policy / Procedures / Field Support

DFAS Navy MilPay Ops/CL

Cleveland, OH

# Purpose



- To discuss issues associated with the DFAS Procedures Training Guide
- To explore options available to improve the timeliness and usefulness of the publication

# PTG Background



- Replaced DFAS Pay/Personnel Procedures Manual (Navy)
- Established DJMS-AC procedures
- Mirrors the DFAS-DE Manual 7073-1
- Available by hardcopy or via secure DFAS extranet site (<https://dfas4dod.dfas.mil>)
- Updates issued periodically

# PTG Issues



- Bulky hardcopy volume
- Updates not always timely
- Not available via download
- Extranet version not accessible by all
- Not available on CD-ROM
- Expensive to produce and ship

# PTG Proposals



- Revise the format
  - Allow for easier/more timely updating
  - Make it easier to use
- Distribute by CD-ROM
  - More portable
  - Less expensive to produce & ship

# PTG Proposals



- Introduce download options
  - entire PTG
  - updates only



**Overview is completed.  
Transition to twenty minute  
facilitated discussion.**